

STATE OF TENNESSEE



TREASURY DEPARTMENT

STATE CAPITOL
NASHVILLE, TENNESSEE 37243-0225

Service Counselor 2

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. We safeguard Tennessee taxpayer dollars, teach citizens to make financial decisions, manage approximately \$50 billion dollar assets in house for the State of Tennessee pension fund, provide retirement coverage to State employees, and return abandoned property.

DESCRIPTION:

The Claims Administration Division is responsible for investigating and making determinations on claims made against the state for workers' compensation by state employees, employee property damage, tort liability and criminal injury compensation.

RESPONSIBILITIES:

- Monitors progress of third party administrator's (TPA) handling of the workers' compensation claims through review of incidents
- Reviews permanent partial disability (PPD) recommendations for accuracy and obtains corrections from TPA adjuster as needed
- Reviews settlement worksheet for accuracy
- Provides customer service/assistance on workers' compensation related issues with contacts such as claimants, employers, attorneys, medical offices, TPA adjusters, and legislators

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with a bachelor's degree and 1 year of professional experience
- Workers' compensation adjuster experience or a nursing certification is preferred

To apply, submit your resume to: Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer.